



# *Maryland Department of Budget & Management*

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## *Office of Personnel Services and Benefits*

*ROBERT L. EHRLICH, JR.*  
Governor

*JAMES C. DIPAULA*  
Secretary

*MICHAEL S. STEELE*  
Lieutenant Governor

### **MEMORANDUM**

**DATE:** July 31, 2003

**TO:** SPMS Personnel Directors

**FROM:** Andrea Fulton  
Executive Director

**SUBJECT:** Maryland Performance Planning and Evaluation Program (PEP)-- Special Appointments

The April 29, 2003 memorandum sent from this office regarding the Maryland Performance Planning and Evaluation Program (PEP) generated several inquiries regarding the application of PEP to special appointment employees. As a result of these inquiries, we have reviewed the legislative history, testimony, fiscal notes, correspondence and other documentation related to the State Personnel Management System Reform Act of 1996 (HB 774) and concluded that special appointment employees should receive PEP evaluations.

Reform of the State personnel system resulted in the creation of four different classes of State employees, replacing the previous system where a position was either classified or unclassified. The legislature created four classes of employees: skilled service, professional service, management service, and executive service. SPP §6-401- §6-404. HB 774 also created a category, as opposed to a separate class, of “special appointment” employees who are confidential employees who otherwise would be skilled, professional, management, or executive service employees. SPP §6-405 states, “Individuals in the following positions in the skilled service, professional service, management service, or executive service are considered special appointments,” and then describes those positions which are considered part of the special appointment category. Thus, a special appointment employee is also assigned to one of the four classes of the State Personnel System.

SPP §7-501 requires that employees in the skilled service, professional service, and management service shall be subject to PEP. Nothing in the legislative history reflects any intent to exempt special appointees from the performance evaluation process. Moreover, special

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appointees are assigned to a class of employees, all of who are subject to section 7-501. As a result, it has been determined that employees who are Special Appointments must receive a PEP evaluation.

Note that this is a change from the guidance we provided in the April memorandum. Therefore, please ensure that special appointment employees receive PEP evaluations. As in the past, please submit the results of all evaluations to EDTI on the PEP Statistical Data Collection form. The attached form has been modified slightly to clearly indicate the inclusion of special appointment employees in the PEP process. Please begin submitting evaluation results on this revised form.

We appreciate your cooperation and prompt attention to this matter. I apologize for any confusion created by the initial memo. If you have questions related to this recent change, please contact Cindy Kollner at 410-767-4716.

Attachment

cc: Cecilia Januszkiewicz  
Cindy Kollner  
Kris Hoffman  
Joanne McCorkle-Smith



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### PEP Statistical Data Collection Form For Management, Skilled, and Professional Service Employees Only (Please print or type)

Employee's Name: \_\_\_\_\_  
(Last Name, First MI)

SSN: \_\_\_\_\_ PIN: \_\_\_\_\_ Class Code: \_\_\_\_\_

EOD: \_\_\_\_\_ Agency Code: \_\_\_\_\_  
(i.e. 26.01.01)

Rating Period: From: \_\_\_\_\_ To: \_\_\_\_\_

Overall Performance Rating \_\_\_\_\_ Numerical score: \_\_ . \_\_ \_\_

RATER: \_\_\_\_\_  
(Print Name)

CONTACT PERSON: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_  
(Print Name)

REVIEWED BY: \_\_\_\_\_  
(Signature of Appointing Authority or Designee)

The completed form must be mailed to:

Employee Development and Training Institute  
Department of Budget & Management  
300 W. Preston Street, Room 204  
Baltimore, Maryland 21201  
410-767-4247

OPSB Form No. PEP- 01 Rev. 4/03